

## HOW DO I BEGIN THE *APPLY ONLINE* PROCESS?

1. Select a position from the list of current openings. Thoroughly read the job announcement for application instructions, typical duties, minimum qualifications, and specific requirements. Click Preview Exam to view exam prior to taking it (you cannot apply or test from this screen - it is a view mode only).
2. If you decide the job is a good fit for your experience and/or education, return to the job announcement and click APPLY ONLINE from the left-hand margin. Otherwise, click Current Openings at the top of the page to return to the list of available jobs.
3. If you click APPLY ONLINE the system will ask you to either Sign Up or Sign In depending on whether you are a First Time User or a Return Applicant.

### Sign Up – 1<sup>st</sup> Time Users

If this is the first time you have applied online with the State of Idaho you will need to click Sign Up. Enter your social security number, last name, and e-mail address (optional). To create an online application, the system will assign you a UserID and you will submit a personal Password. You will need your UserID and Password to access your online application in the future; **write them down**.

Your UserID will consist of the last 4 digits of your SSN followed by your last name (1234SMITH).

**NOTE:** The system will only recognize the first 10 letters of your last name when assigning a UserID.

Next you will be asked to choose a Password that is at least 7 characters in length and then retype it for confirmation. Please be sure to make note of your Password.

Finally, you must enter a secret question and answer. This can be used if you forget your Password. Pick a simple question and a one-word answer you will remember.

### Sign In – Return Applicants

If you have applied on-line in the past, you will need to click Sign In to access your account. Enter your UserID and Password and click Sign In.

If you can't remember your password, click the I Forgot My Password link and you will be presented with your secret question. If you successfully answer your

secret question with your one-word answer, the system will allow you to create a new password for yourself.

If you still can't access your account, call our office at 1-800-554-5627 or e-mail us at [idthr@dhr.state.id.us](mailto:idthr@dhr.state.id.us) for assistance – **DO NOT CREATE A NEW ACCOUNT.**

## HOW DO I COMPLETE THE APPLICATION CHECKLIST?

The Application Checklist (steps 1-5) must be completed to be considered for any position. When fields are completed a black check mark will appear next to the item. Any field marked with an asterisk (\*) must be filled out. Be sure to use the Continue, Add, or Update buttons at the bottom of the screens to save your information.

**NOTE:** When completing the entry screens, **DO NOT USE THE BACK BUTTON** on your browser. This could cause the information you are working on to be lost. Use the menu selections to navigate through the process. When prompted, use the Continue, Add, or Update buttons to save your information before returning to a previous screen or proceeding to another step.

### STEP 1 - PERSONAL

This is the demographic information that allows us and agencies to communicate with you. If you have an e-mail address, we encourage you to provide us with that information. Using e-mail will provide you with faster service than conventional mail.

#### Additional Information (\*Required)

- Draft Registration

- US Citizen

- Felony

- Felony explanation - (if Yes an explanation is required)

#### Confidential Information – (Optional)

- Racial/Ethnic group

- Gender

- Vietnam Veteran

- Over 40

## STEP 2 – EDUCATION

Add an entry for any higher education beyond high school. Complete all required fields. You can update this information at any time. Once you have entered a school, you can use the Summary to show the list of all entries. To change or delete an entry, click on the linked school name and it will take you to the entry screen to either change or delete it. The first time you click Education from the checklist, you will need to click on Add Entry to start.

**NOTE:** If you do not have any education beyond high school please add an entry with "Not Applicable" typed in the required fields to make this step complete.

## STEP 3 – WORK HISTORY

Add an entry for any work experience you have. Begin with your most recent experience. Complete all required fields. You can update this information at any time. Once you have entered a work experience, you can use the Summary screen to show the list of all entries. To change or delete an entry, click on the linked employer name and it will take you to the entry screen to either change or delete. The first time you click Work History, you must click on Add Entry to start.

**NOTE:** If you do not have any experience please add an entry with "Not Applicable" typed in the required fields to make this step complete.

## STEP 4 – CITIES

Select the cities where you would be willing to accept employment. Click the Add/Update button at the bottom of the page to save your selections.

**NOTE:** The cities you select from this screen are linked to every position you apply for. Changing your selections can affect prior and/or future positions for which you might be interested.

## STEP 5 – AGENCIES

Select the agencies that you would consider employment with. Click the Add/Update button at the bottom of the page to save your selections.

Check the box for "All State of Idaho Agencies" unless there is a specific agency that you would not consider employment with. The agencies you select from this screen are linked to every position you apply for. **Changing your selections can affect prior and/or future positions for which you might be interested.**

## OPTIONAL INFORMATION

The Optional Information items below the Application Checklist are general to all positions but are not required:

### **Resume**

This allows you to directly type, or copy and paste, a general resume that is applicable to any position. This can be modified at any time. It will be applied to any position that you have already applied for and any future positions. This is a plain text entry box, and will remove any formatting, but is easily read by all who will need to review and see your application.

### **Skills**

Allows you to add from a predefined list of skills that can help agencies in reviewing the skill set of the applicant pool. Each skill is divided first into Categories (i.e. Accounting/Finance/Audit, Information Technology, Office Support/Administration, etc.), then it will list all sub-categories with specific skills listed for each. You can check all skills that apply and Add them. To view the skills, click on View Skills Summary.

### **Veteran's Preference**

This form provides all required information to determine eligibility for veteran's preference points.

#### General Eligibility

If the appropriate answer for either question is NO, you are not eligible for preference points.

#### Section One: Recognized War Periods

At least one box must be checked to be eligible for preference points.

#### Section Two: Disabled Veterans

Required question for disability eligibility.

#### Section Three: Spouses of Disabled Veterans

Questions to be completed if requesting preference points as spouse of disabled veteran.

#### Section Four: Widows or Widowers of War Era or Disabled Veterans

Questions to be completed if requesting preference points as widow or widower of eligible veteran for preference points.

#### State Employment Status

List all Idaho state agencies where you have worked since you or your spouse's discharge.

You must provide initials of applicant and the qualifying veteran's Social Security Number for verification.

Click Add to save your information.

## **HOW DO I TAKE THE EXAM?**

Any time you apply for a position there will be some kind of exam to prove you are qualified. The exams range from simple checklists to oral interviews with Subject Matter Experts. When you use the Apply Online button on a specific job announcement, you will Sign Up or Sign In to your online application where you will see additional links appear in the navigation boxes. Be sure to complete these menu items (steps 6 - 7) each time you apply for a new position.

### **STEP 6 – JOB TYPE/SHIFT**

Select the conditions of employment that you would be willing to accept. Required fields for a specific recruitment will be marked with an asterisk (\*). Not marking a required field will prevent your name from being certified to a hiring list for consideration. Click Update to save your selections.

### **STEP 7 – QUALIFICATIONS & EXAMS**

Every position you apply for will have its own unique exam. Read the exam instructions carefully before proceeding. Make sure you answer and then save your answer for each question. When you save and submit your answer to the last question, the system will give you an opportunity to review the exam one final time. Read through the exam to ensure that you have responded to every question. If you are satisfied with your answers, click Submit Exam Answers at the bottom of the page.

**NOTE:** Once you have submitted your online exam you will no longer be able to change any of the exam information you have submitted.

## **ADDITIONAL LINKS**

These links are found at the top of the screen when viewing your online application.

### **Job Seekers Page**

Returns you to the page that allows you to see other job openings or apply for another position.

### **Help/Instructions**

Links you to these instructions.

### **Applications**

This is a list of every position you have applied for.

Announcement Title - This is the title of the position.

Announcement No. (Status) - The number and status of the announcement (such as open, closed, etc.).

Application Date - This is the date you started the application process for this position.

Application Status - This tells you whether it is complete, started, or canceled.

### **Exams Summary**

This is a list of the qualifications/exams you have started/completed.

Title - this is the title of the exam that is associated with the announcement.

Started - this is the date you started the exam.

Expires - if this exam has been scored and passed, this is the date the score expires.

Score - score received for this exam.

Status - This tells you whether it is complete, canceled, etc.

### **Hiring lists**

This is a list of all the hiring lists your name has been sent on.

Position - This is the position or job title that coincides with the announcement.

Agency - this is the agency that has received your name on their hiring list.

Date sent- this is the date that the hiring list was sent to the agency.

**NOTE:** If your name is included on a hiring list, it is up to the hiring supervisor to determine which of the applicants they want to contact and set up interviews

with; **being certified to a hiring list is not a guarantee that you will be contacted by the hiring agency.**

### **Change Password**

This will allow you to change your password. The screen will ask for your current password and then a new password (please be sure to make note of the new password and remember it is case sensitive).

### **Secret Question**

This will allow you to change your secret question.

### **SIGN OUT**

This allows you to sign out. It is important to do so when you are done. This is especially important if you are in a public place, otherwise someone who uses the computer next can view or change your information.